

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for compiling and processing the payroll and maintaining related payroll and employee records. The work requires the operation of a mini- or micro-computer keyboard to produce payrolls, payroll checks and related material. The work is performed under the general supervision of a higher level official or supervisor, allowing some leeway for the exercise of independent judgement in carrying out the details of the work, according to prescribed policies and procedures. Supervision over the work of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Computes payroll changes regarding hours worked, deductions, overtime, tax changes, etc.;

Operates a mini- or micro-computer keyboard to enter data on payroll changes, journal and ledger accounts, etc.;

Prepares payroll reconciliation, accounting for additions and deletions;

Maintains records, such as employee time and leave files, transaction documents affecting employees' status, and deduction authorizations;

Prepares periodic reports related to unemployment insurance and retirement benefits, State and Federal tax withholdings, and payroll matters;

Compiles data relating to worker's compensation reports;

Maintains a computerized data base of employee history;

Prepares employee status forms for new employees and changes in employment;

Prepares W-2 forms annually;

Verifies and posts salaries to appropriate accounts;

Prepares a variety of records and reports related to the payroll process;

Answers telephones and written requests from employees concerning payroll related personnel matters;

May prepare and distribute pay envelopes or checks;

May adjust salary figures for individual non-teaching employees based on hours worked, and in the case of teachers, on credit hours and degree earned;

May operate a variety of office machines, in addition to computer, such as calculators, adding machines, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of modern methods used in maintaining and reviewing payroll accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate a keyboard of a mini- or micro-computer; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; clerical aptitude.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of full-time clerical experience which shall have involved maintaining or checking financial records or accounts, or its part-time equivalent; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.